

# INSTRUCTIONS & CHECKLIST

## PACKET “D” -- RESPONSE

### DISSOLUTION WITHOUT CHILDREN

#### I. THE DIVORCE (“Dissolution”) PROCESS ---- RESPONDING:

There are LOTS of forms that will need to be completed. Take it step-by-step-- in order -- and it should make it easier for you. On the top half of the first page of every court document there is a “**heading**” which identifies the party completing the form and a “**caption**” which sets out the case description. Fill out the heading and caption on every form.

You, the “**Respondent,**” have been served with divorce papers. You have a couple of options:

- ☐ **Respond within 20 days** - by filling out the enclosed documents, sending copies to your spouse, and filing the original documents with the Clerk of Court. By responding, you will have the opportunity to present your proposals for property division, child custody and support issues to the Court.
- ☐ Do nothing. If you agree with what your spouse has stated and requested in the Complaint and you do not wish to object or respond, the dissolution will be granted by default. **[IF YOU DO NOTHING, YOUR SPOUSE MAY BE AWARDED ALL THAT HE/SHE REQUESTED.]** After a default hearing is over, you will be served with a copy of the Final Decree.

#### STEP 1. -- Accepting Service.

- ☐ Form #40a Included with the papers served upon you is Form 40a - Notice and Acknowledgment of Receipt of Summons and Petition. Fill out this form. Complete page 3 and sign **before a notary public** to verify that you received the documents.

#### STEP 2. -- Filling Out The Forms

- ☐ Form #55 Each row corresponds with a paragraph in the Petition that was filed by your spouse. Fill in every row stating whether you agree or disagree. If you disagree, give your reason. Sign page 3 and 4 in front of a notary public. \*\*\* Please note: The Clerk of Court’s Office cannot notarize these documents. One can be found at banks, law offices, etc.
- ☐ Form #56a Complete. Sign on page 6 in front of a notary public.
- ☐ Form #56b Complete and sign.

#### STEP 3. -- Making Copies

- ☐ Make 2 copies of Forms 40a, 55, 56a and 56b. One copy will be for your own personal records. The others you will need for the following steps.

#### STEP 4. -- Filing Response With Clerk of Court.

- ☐ Bring the originals and two copies of every form filled out in Step 2 to the Clerk of District Court’s Office for filing.
- ☐ \$70.00 Fee -- cash/money order/personal check (subject to change). If you cannot afford the fee, ask the Clerk for the form “Affidavit of Financial Indigence.” If the Judge approves your indigence status, your fees will be waived.
- ☐ The Clerk will file stamp all your documents (copies and originals). The Clerk will keep the originals and give you the copies. One set is to be retained by you. One copy is for service upon your spouse.

#### STEP 5. -- Serving the Other Party.

You now need to serve the copies of documents you have prepared on your spouse. Mail or personally deliver the documents to your spouse. **NOTE:** If there is a TOP or Order of Protection that prohibits you from contacting your spouse, service of these documents must only be done by mail. You must not personally deliver these documents to your spouse.

## II. SETTLEMENT OF PROPERTY

### STEP 6. -- Can you agree??

- ☐ Form 57a If you and your spouse can agree on the division of property, work together completing this form. (Spouse also has the same form labeled 41a. Either form can be used) Both parties need to sign page 7 in front of a notary public. Make 2 copies and file original with the Court.
- ☐ If you have reached agreement with your spouse and filed either Form 41a or Form #57a (Settlement Agreement) you will be notified of the hearing date for the final decree of dissolution.
- ☐ Form #58a Complete and sign. Mail copy to spouse.
- ☐ Form #58b Complete and sign. Mail copy to spouse. **You may file either #58a or #58b, or both, with the Clerk of Court. The choice is yours.**

### STEP 7. -- If you don't agree . . .

- ☐ Form 57a If you cannot agree on the division of property, complete this form stating how you want the property divided, and send a copy to your spouse stating this is your proposal for dividing the property. Do not file a copy with the Court unless your spouse agrees and signs
- ☐ Form 57b If you cannot thereafter come to an agreement, complete this form and request a hearing be set for the Court to decide the issues.
- ☐ If you have filed Form #57b or your spouse filed Form 41b (Request for Hearing) you will be notified of the hearing date to decide the issues.
- ☐ Form #58a Complete and sign. Mail copy to spouse.
- ☐ Form #58b Complete and sign. Mail copy to spouse. **You may file either #58a or #58b, or both, with the Clerk of Court. The choice is yours.**

## III. HEARING ON CONTESTED ISSUES:

If a hearing was requested and the Court has set a date for a hearing on the contested issues, please read the following:

You have chosen to represent yourself. Arrive at the courthouse early. While divorce can be very difficult and emotional, the Court expects the parties to be civil and remain focused on the legal issues.

### STEP 8. -- Court Hearing - on Contested Issues.

Be prepared to present evidence to the Court and discuss your position.

## IV. HEARING ON FINAL DECREE:

### STEP 9. -- Court Hearing - Final Decree - Non-contested.

You have reached an agreement with your spouse and he/she has signed the Marital and Property Settlement Agreement and he/she consented to the entry of the final decree (Document #41a or 57a, page 7). Both parties can attend the hearing on the final decree, but it is NOT NECESSARY. Only one party must attend. If you decide you will attend the hearing, you should be prepared to answer any questions asked of you by the Judge.

- ☐ Form #59      If you do not want to attend the hearing on the Final Decree, complete and sign Form 59 in front of a notary public. Make 2 copies. File original with the Clerk of Court. Mail or deliver one copy to your spouse. You will be sent a Notice of Entry of Final Decree once the hearing is held.

### STEP 10. -- Court Hearing - Final Decree - Contested.

By this time, a hearing has been held on the contested issues, and the Court has made a decision. The last step remaining is a hearing on the final decree. Both parties can attend the hearing on the final decree, but it is NOT NECESSARY. If you decide you will attend the hearing, you should be prepared to answer any questions asked of you by the Judge.

- ☐ Form #59      If you do not want to attend the hearing on the Final Decree, complete and sign Form 59 in front of a notary public. Make 2 copies. File original with the Clerk of Court. Mail or deliver one copy to your spouse.